

From: [Campbell, Joy](#)
To: [Little, Bill](#)
Cc: [Harper, Stephen](#)
Subject: RE: Wilcox
Date: Thursday, May 16, 2013 3:54:26 PM
Attachments: [Letter to Mayor Ralph Barnett - Wilcox.doc](#)
[Public Notice Listed NPL.doc](#)

Hi Bill: Getting all this ready for NPL takes priority over all other sites & work at this time. This will be a big deal to Pam/Carl/Connie.

1. We'll need ALL the letters to ALL the local officials (we'll be calling each of them as well and emailing each of them):

Mayor, cc to Mayor pro-tem
Local Judges
Local County Commissioners

Letters: Double check all the protocols for letters going out to the agency. There is a pretty strict "EPA way" to do them. I think 6XA has a guidance posted on the intranet. Steve has a book at his desk. Ana Esquivel has one too. Although the link below refers to congressional, the writing style described is basically what we use and will help you. It's not the book, but it is a good cheat sheet.

http://region6.epa.gov/intranet/6xa/pdf/corres_guide_081804.pdf

Here are some initial changes to the letter. (You need to check the protocols for letters for all the spacing requirements).

2. Double check with Brenda on NPL notice to be posted in the newspaper (see comments). Give the contractor a heads-up so they can check with the newspapers for proper times to submit the notice.

We'll talk tomorrow. Thanks for all your work on this!

p.s. I'm copying Steve on this per the 101 since he'll be guiding through all this and may think of something. He helped a lot the last time.

Joy x8036

From: Little, Bill
Sent: Thursday, May 16, 2013 3:01 PM
To: Campbell, Joy
Subject: Wilcox

Joy,

Here is what I have so far. I will finish everything tomorrow with your suggestions. I have been juggling today with Star Lake, May Coop and this, so I might be a bit confused.

Thanks for your help.

Bill



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